

MEMORANDUM FOR MAJOR SUBORDINATE COMMANDS

SUBJECT: Decision Documents and Project Cooperation Agreements (PCA's) for Congressional Adds for Specifically Authorized Projects

1. References:

a. CECW-E/CECW-P/CECW-L, Memorandum dated 5 Nov 1991, subject: Planning, Engineering, and Design Process, General Design Memoranda, and Reevaluation Reports.

b. CECW-L/CECW-E, Memorandum dated 17 Nov 1992, subject: Development and Approval Process for Project Cooperation Agreements (PCA's).

c. CECW-AR, Memorandum dated 24 Sep 1996, subject: Processing of Decision Documents and Project Cooperation Agreements (PCA's).

2. The references describe the necessity for and content of decision documents which must be approved by the Assistant Secretary of the Army for Civil Works (ASA(CW)) prior to submission of PCA packages for Washington level review. As the PCA review and approval process has evolved, the divisions and districts have performed well by basing PCA's on approved decision documents for budgeted construction starts. However, in those cases where Congress has added funds for construction and no decision document has been reviewed and approved, there has been some confusion in how to proceed to construction. This has led to unrealistic schedules, premature commitments to sponsors, and a general decline in the efficiency of the project execution process.

3. The guidance for congressional adds relating to decision documents and PCA's has been too general, resulting in PCA packages being submitted without an approved decision document or with an inadequate decision document. Each project manager should carefully review the above references and the following supplemental guidance for congressional adds. Prior to the video teleconference (VTC), the MSC in coordination with CECW-B should identify the specific report that is required as a decision document for approval and execution of the PCA. For congressional adds, a decision document can be as simple as a letter report as long as the content is consistent with reference 1.b. or a deviation in content is approved as a part of the VTC process. Of course, environmental compliance is always required. In addition, Headquarters (HQUSACE) will identify a proponent, typically an Area Manager/Engineer in CECW-E or CECW-P (or CECW-B in cases where there is no obvious other proponent), for the decision document. The HQUSACE proponent will be responsible for guiding the decision document through the Washington level review and approval process. The recommended implementation plan shown on the VTC Fact Sheet should identify the specific report which will become the

decision document and the HQUSACE proponent responsible for Washington level approval. Approval of the VTC Fact Sheet will constitute Washington level concurrence of the decision document necessary to process the PCA. Once the decision document is approved by ASA(CW), the PCA can be approved and executed using delegated authority, if applicable, or submitted for Washington level approval.

4. My POC for this guidance is Lloyd Saunders, (202) 761-8731 in the Policy Division and Jitka Braden, (202) 761-1280 in the Programs Management Division.

FOR THE COMMANDER:

/s/

RUSSELL L. FUHRMAN

Major General, USA

Director of Civil Works